U.S. EMBASSY AUSTRALIA
Notice of Funding Opportunity

Funding Opportunity Title: Young Pacific Leaders Civic Leadership Workshop
Funding Opportunity Number: PASCNB-NOFO-FY20-02
CFDA Number: 19.040 – Public Diplomacy Programs
Application Deadline: Monday August 31, 5pm AEST
Total Amount Available: $200,000, subject to availability of funds

A. PROJECT DESCRIPTION

The U.S. Embassy in Australia announces an open competition for organizations and individuals to submit applications to carry out a sub-regional workshop on civic leadership designed to provide emerging Pacific leaders with the skills and knowledge they need to become leaders in the region's civic development. As a Pacific nation, the United States has long been committed to working with partners in the region to ensure continued regional security, as well as economic growth and development. This program for young leaders will create ties across Australia, New Zealand, and the Pacific Islands to ensure that we are better prepared to address challenges together in the future. For the past six years, the State Department has convened a Young Pacific Leaders (YPL) Conference, which has taken place in American Samoa, Samoa, New Zealand, Hawaii, and Fiji, with the goal of building leadership capacity and creating ties among emerging leaders from across the Pacific region.

This activity is a sub-regional workshop that will convene a group of emerging leaders aged 25-35 with the goal of providing them with practical leadership skills and a deeper knowledge of regional issues related to the civic leadership pillar of YPL. The sub-regional workshop should also help participants grow their networks and enable them to work with their peers on issues that affect the region. The sub-regional workshop should emphasize experiential learning and capacity building to equip participants with the tools they need for success. We encourage pre- and post-workshop programming that will reinforce the themes of the workshop. The location of the workshop should be in Australia and should be selected based on needs of the program, including ease of travel, as well as an opportunity to showcase connections between the United States and Pacific nations.

Goals of the workshop include:

- Developing the knowledge and skills of youth in Australia, New Zealand, and the Pacific Islands to become leaders who cooperate across the region to address difficult issues.

- Ensuring that emerging Pacific leaders see the United States as a partner in solving regional and global challenges.

- Building a network of emerging Pacific leaders that can share best practices and collaborate on shared challenges.

- Increasing participants' knowledge of current issues related to good governance, as well as strategies for increasing civic engagement among youth.

Possible program themes related to civic leadership can include, but are not limited to:

- Democratic governance, anti-corruption, and transparency
- Press freedom, media literacy, countering disinformation
- Political and civic engagement, which could include running for office, increasing voter turnout, advocacy with government agencies, and/or volunteerism
- Policy development and implementation

Not-for-profit organizations or universities (see C. Eligibility Information) are invited to submit a proposal that describes how each of the following activities will be administered:

- Design and implement a three to four-day program for young leaders between April 2021 and December 2021, with selection of dates made in partnership with the Department of State. Demonstrating planned coordination with partner organizations knowledgeable in the region is highly encouraged.

- The program should accommodate delegates from the following countries: Australia, the Cook Islands, Fiji, the Federated States of Micronesia, the Islands of French Polynesia, Kiribati, the Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna, and the American-affiliated Pacific including American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and Hawaii.

- Delegates may include alumni of the previous YPL conferences. U.S. Embassy Australia is able to provide contact information for alumni delegates. Proposals should include a plan for promoting the workshop application across the eligible countries and territories, and identifying and selecting delegates, in partnership with the U.S. embassies in the Pacific region.

- Australian and New Zealand delegates can include members from Pacific Islander diaspora, and indigenous communities, as well as youth working on relevant issues affecting the Pacific region. They should be between the ages of 25-35 who have a track record of making an impact in their community, institution, or company and who have at least two years of professional experience. Proficiency in English and citizenship in one of the participating countries is also required.

- The program should include substantive interaction with U.S. Government representatives as well as non-government organizations, businesses, and think tanks that focus on the Pacific, particularly in the areas comprising the predetermined thematic areas.

- The program should also include experiential learning activities, enabling delegates to immerse themselves in relevant areas of the host-country's community, as pertains to the thematic areas.

- Proposals are encouraged to include opening and closing events, to include key speakers and a broader cross section of the host-country community.

- Participants and leaders should have formal and informal opportunities to network with each other to develop collaborative relationships that will persist after the workshop's conclusion.

- Proposals should explain how participants will be assisted in continuing and building upon the connections and learnings made during the program, and should describe how alumni of the program will be encouraged to continue to build upon their relationships and implement ideas developed at the event.

- Proposals should include management of travel and lodging logistics for all participants, speakers, and staff, as well as venue(s). Proposals must show how grant funds will be used to cover the cost of the venue, transportation, visas, travel insurance, lodging, and meals or per diem for eligible participants, speakers, and staff. All travel funded under the grant agreement should be economy class and must comply with Fly America requirements.

- Proposals should include a plan for publicizing both the application opportunity as well as the workshop, to include both traditional and social media, as appropriate, in partnership with the U.S. embassies located in the Pacific region.

- Proposals should include a plan for evaluating the program's goals, including pre- and post-event surveys of participants.

- Proposals should include a description of the applicant's experience with U.S.-Pacific relations, youth leadership development, and event organization as well as experience in and/or ties with organizations in the Asia-Pacific or other international expertise.

B. FEDERAL AWARD INFORMATION
<u>Length of performance period</u>: Up to 16 months
<u>Number of awards anticipated</u>: One
<u>Award amounts</u>: Up to $200,000 USD
<u>Total available funding</u>: Subject to availability
<u>Type of funding</u>: FY20 Public Diplomacy Funding
<u>Anticipated program start date</u>: October 1, 2020
<u>Funding Instrument Type</u>: Cooperative Agreement

U.S. Embassy Australia anticipates awarding a cooperative agreement and expects to be substantially involved in its implementation. Examples of substantial involvement can include:

1) Approval of the Recipient's work plans, including delegate selection, planned activities, travel plans, workshop agenda, proposed speakers, planned expenditures, event planning, and changes to any activity to be carried out under the cooperative agreement;
2) Approval of sub-award Recipients if applicable, concurrence on the substantive provisions of the sub-awards, and coordination with other cooperating agencies; and
3) Other approvals that will be included in the award agreement.

C. ELIGIBILITY INFORMATION
Eligibility
The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks, and civil society/non-governmental organizations
- Public and private educational institutions
- Governmental institutions
- Individuals

The following types of projects are not eligible for funding:
- Projects relating to partisan political activity
- For profit activities
- Charitable or development activities
- Construction projects
- Projects that support specific religious activities
- Fundraising campaigns
- Lobbying for specific legislation or projects
- Academic and scientific research
- Individual exchange programs

Cost Sharing or Matching
Cost sharing is not required, though it is encouraged.

Other Eligibility Requirements
In order to be eligible to receive an award, all organizations must have a unique entity identifier, as well as a valid registration on www.SAM.gov. Please see Section D for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Address to Request Application Package
Application forms required below are available at https://au.usembassy.gov/education-culture/grants-programs/.

Content of Application
Please ensure:
- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

Mandatory Application Forms
- SF-424
- SF-424A

All mandatory forms are available at: https://au.usembassy.gov/education-culture/grants-programs/.

Complete applications must include the following:

1. Completed and signed SF-424, SF-424A, and SF-424B, as directed on Grants.gov; completed and signed SF-LLL, "Disclosure of Lobbying Activities"(if applicable) (which can be found with the solicitation on Grants.gov); and your organization's most recent audit (single program audit, if applicable, or standard audit).

2. Table of Contents (not to exceed one page in Microsoft Word) that includes a page numbered contents page, including any attachments.

3. Executive Summary (not to exceed two pages in Microsoft Word) that includes:

    a) Name and contact information for the project's main point of contact;
    b) The total amount of funding requested and project length;
    c) A statement of work or synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results; and,
    d) A brief statement on how the project is innovative and will have a demonstrated impact.

4. Proposal Narrative (not to exceed 10 pages in Microsoft Word). Please note the 10-page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants are encouraged to submit multiple documents in a single Microsoft Word or Adobe file, (e.g., Table of Contents, Executive Summary, and Proposal Narrative in one file).

5. Detailed Line-Item Budget (in Microsoft Excel) that includes three columns including the request to U.S. Embassy Australia, any cost sharing contribution, and total budget (see below for more information on budget format). A summary budget should also be included using the OMB approved budget categories (see SF-424A as a sample). Costs must be in U.S. dollars. Detailed line-item budgets for sub-awardees should be included in additional tabs within the Excel workbook.

6. Budget Narrative (in Microsoft Word) that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, U.S. Embassy Australia recommends applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification of the roles and responsibilities of key staff, base salary, and percentage of time devoted to the project. The budget narrative should provide additional information that might not be readily apparent in the detailed-line item budget, not simply repeat what is represented numerically in the budget, i.e. salaries are for salaries or travel is for travel.

7. Attachments:

a. Information about the team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's organization and in the team
b. Monitoring and Evaluation Plan.
c. Timeline of the overall proposal. Components should include activities, evaluation efforts, and project closeout.
d. Additional optional attachments: Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. Letters of support and MOUs must be specific to the project's implementation (e.g. from proposed partners or sub-award recipients) and will not count towards the page limit.

8. If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a .pdf file. This document will not be reviewed by the panel, but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations. If your proposal involves subawards to organizations charging indirect costs, please submit the applicable NICRA also as a .pdf file. If your organization does not have a NICRA per 2 CFR 200.414(f) the organization can elect to charge the de minimis rate of 10% of the modified total direct costs as defined in 2 CFR 200.68. The budget narrative should indicate what costs will be covered using the 10 percent de minimis rate.

9. Unique Entity Identifier and System for Award Management Registration

Required Registrations:
Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:
- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application
Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting www.dnb.com.

NCAGE application

Application page here: https://www.fsd.gov/fsd-gov/answer.do?sysparm_number=kb0011119

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: www.sam.gov. SAM registration must be renewed annually.

Submission Dates and Times
Applications will be accepted and reviewed on an ongoing basis. The submission deadline is Monday August 31, 5pm AEST.

Other Submission Requirements
All application materials must be submitted by email to PASGrantsAustralia@state.gov.

E. APPLICATION REVIEW INFORMATION

Criteria
Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality of Project Idea
Applications should be responsive to the NOFO, appropriate in the regional context, and should exhibit originality, substance, precision, and relevance to the stated mission.

Project Planning/Ability to Achieve Objectives
A strong application will include a clear articulation of how the proposed project activities contribute to the overall project objectives, and each activity will be clearly developed and detailed. A comprehensive monthly work plan should demonstrate substantive undertakings and the logistical capacity of the organization. Objectives should be ambitious, yet measurable results-focused and achievable in a reasonable time frame. Applications should address how the project will engage relevant stakeholders and should identify local partners as appropriate. If local partners have been identified, U.S. Embassy Australia strongly encourages applicants to submit letters of support from proposed in-country partners. Additionally, applicants should describe the division of labor among the direct applicant and any local partners. If applicable, applications should identify target areas for activities, target participant groups or selection criteria for participants, and the specific roles of sub-awardees, among other pertinent details. In particularly challenging operating environments, applications should include contingency plans for overcoming potential difficulties in executing the original work plan and address any operational or programmatic security concerns and how they will be addressed.

Institution's Record and Capacity
U.S. Embassy Australia will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.

Cost Effectiveness
U.S. Embassy Australia strongly encourages applicants to clearly demonstrate project cost effectiveness in their application. However, cost-sharing or other examples of leveraging other resources is not required and does not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. Budgets however should have reasonable overhead and administration costs and applicants should provide clear explanations and justifications for these costs in relation to the work involved. All budget items should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project objectives.

Please note: If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, U.S. Embassy Australia's contribution may be reduced in proportion to the recipient's contribution.

Multiplier Effect/Sustainability
Applications should clearly delineate how elements of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect will have an impact beyond the direct beneficiaries of the grant. A strong sustainability plan may include demonstrating continuing impact beyond the life of a project.

Project Monitoring and Evaluation
Complete applications will include a detailed plan (both a narrative and table) of how the project's progress and impact will be monitored and evaluated throughout the project. Applications should demonstrate the capacity to provide objectives with measurable outputs and outcomes and engage in robust monitoring and assessment of project activities. The quality of the M&E plan will be judged on the narrative explaining how both monitoring and evaluation will be carried out, as well as who will be responsible for those related activities. For each performance indicator, the table should also include baselines and yearly and cumulative targets, data collection tools, data sources, types of data disaggregation, and frequency of monitoring and evaluation. There should also be metrics to capture how project activities target the most at risk and vulnerable populations or addresses their concerns, where applicable.

Review and Selection Process
A Grants Review Committee will evaluate all eligible applications based on the previously-identified criteria.

Federal Awardee Performance & Integrity Information System (FAPIIS)
For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required

to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

- That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

- That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method

Payments will be made in at least two installments as needed to carry out project activities.

Terms and Conditions

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:
2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

Reporting Requirements

Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: PASGrantsAustralia@state.gov.

H. GUIDELINES FOR BUDGET JUSTIFICATION

- Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

- Travel: Estimate the costs of economy class air travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

- Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

- Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

- Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

- Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

- Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

- Cost Sharing: Contributions from the organization or other entities other than the U.S. Embassy.   It also includes in-kind contributions such as volunteers' time and donated venues.

- Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.